

CLEVELAND FEDERAL COMMUNITY LEADERSHIP INSTITUTE

Administrative Requirements and Guidelines

Commitment:

Cleveland Federal Community Leadership Institute (CFCLI) is a nine-month commitment. **All sessions are mandatory.** Participants are required to attend **all** classes, **fully participate** in a group project and complete **all** class assignments on time.

Program Times:

The monthly sessions are scheduled from 8:00am to 4:30pm on each of the program session days. Individuals should expect to spend an additional 8 to 12 hours per month for group projects and assignments. *All classes meet on the fourth Tuesday of each month (unless otherwise noted). Group Project Sessions will meet on the second Tuesday of each month from 11:00am to 1:00pm (unless otherwise noted).* The scheduled session days are:

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|-------------------|--|
| October 24, 2006 | Orientation |
| November 28, 2006 | Opening Retreat & Myers-Briggs Assessment |
| December 5, 2006 | Group Project* |
| December 19, 2006 | Team Development |
| January 23, 2007 | Federal Agency Perspective & Leadership Plan |
| February 13, 2007 | Group Project* |
| February 27, 2007 | Leadership Development |
| March 27, 2007 | Team Leadership |
| April 10, 2007 | Group Project* |
| April 24, 2007 | Actualizing Personal Leadership Goals |
| May 22, 2007 | Academic Network |
| June 19, 2007 | Business & Community Partnerships |
| June 26, 2007 | Graduation |

Locations:

Locations will vary depending on the topic and program content.

Expenses:

1. Lunch Meals will be at each participant's expense unless otherwise announced. In some instances, participants will be asked to contribute to a moderate catering cost of \$7 to \$8 when an assembled gathering is needed for lunch. A meal will be

ordered for you and payment expected unless you have informed Gloria Hilton of other arrangements. *Any special dietary needs should be identified to Gloria Hilton.*

2. Please note that a Continental Breakfast will be provided at each session and lunch will be provided for you on November 28th, December 19th, June 19th and June 26th (graduation).
3. Parking and mileage reimbursement are subject to the policy of each participant's home agency.
4. Required material, articles and books are funded by the tuition.

Basic Requirements for Successful Program Completion:

- Attend and participate in all class sessions
- Complete an Individualized Leadership Development Plan
- Contribute to a completed group project
- Complete assigned work – class assignments are not designed to be difficult; completion and submission are required on date identified in syllabus
- Complete and report Individual and Group Interviews

Dress:

Business casual dress (no jeans) is expected at all sessions except where sessions are identified as casual dress. Casual dress and jeans are suggested for sessions in December and February.

Excused Absence Requirement:

All absences must be excused by program director. **Unexcused absences may result in not graduating.**

Emergency Absence Notification Requirement:

In cases of emergency: report absences and delays at the earliest possible time to Gloria Hilton, 440-526-3030, X 6709; pager 440-562-2037 or FEB Office, 216-433-9460.

Overall CFCLI objective: *Have fun!!!!*